

<p style="text-align: center;">Michigan Emergency Telephone Service Committee CMRS SUBCOMMITTEE</p>

RULES OF ORDER

- A majority of the subcommittee members constitute a quorum for the purpose of conducting business and exercising the powers of the subcommittee.
- Official action may be taken upon a vote of a majority of the subcommittee members. The chairperson shall not have a vote unless the other members of the subcommittee cast a tie vote.
- Information submitted to this subcommittee by CMRS suppliers is exempt from the Freedom of Information Act and shall not be released by the chairperson or any member of the committee or their staff without the permission of the CMRS suppliers that submitted the information. Information submitted by CMRS suppliers may be released in the aggregate if the number of CMRS users or the expenses and revenues of a CMRS supplier cannot be identified.

SUBCOMMITTEE CHARGE

- Review invoices submitted by CMRS suppliers for reimbursement from the CMRS emergency telephone fund in accordance with the wireless emergency service order and the emergency telephone service enabling act.
- Make recommendations to the ETSC regarding approval or disapproval of payment on invoices. The subcommittee may recommend to the committee approval of payment of an expense of a CMRS supplier before the expense is incurred.

ETSC CHARGE

- Upon receipt of the recommendations from the subcommittee, the ETSC shall review and approve or disapprove the invoices and authorize payment of approved invoices.

STATE POLICE STAFF CHARGE

- Remove all information that identifies the CMRS supplier submitting the invoice prior to review by the subcommittee.

PARAMETERS FOR APPROVAL OF INVOICES

- CMRS suppliers may use money received from the fund for monthly recurring costs, start-up costs, and nonrecurring costs associated with installation, service, software, and hardware necessary to comply with the wireless emergency service order and the emergency telephone service enabling act.
- An invoice shall not be approved for payment of either of the following:
 - A. An expense that is not related to complying with the wireless emergency service order and the emergency telephone service enabling act.
 - B. An expense that exceeds 125% of the CMRS emergency telephone charges submitted by a CMRS supplier unless the expense was recommended for approval by the CMRS Subcommittee before the expense was incurred.
- If the total amount from the invoices approved for payment exceeds the amount remaining in the fund in any quarter, all CMRS suppliers that have submitted invoices and that are approved by the committee to receive payment shall receive a pro rata share of the money in the fund that is available in that quarter. Any unpaid balance shall be carried over to the following quarter until all approved payments are made.